

Office of the General Counsel - Remote Operation Plan

Remote Access

- The members of the OGC (Laurence Pendleton, Corey Harkey, Leah Dupree Love and Ingrid Bradley) will operate remotely, commencing March 23, 2020, through the applicable period. We are committed to maintaining our accessibility and service delivery to the campus community.

Remote Based Legal Advice

- The OGC will continue to provide legal advice in its current manner, except as detailed below with respect to contracts.
- Except with respect to the contracting process described below, matters requiring legal advice should be directed to GC Pendleton, via email or cell phone (Laurence.pendleton@tnstate.edu; 615-852-9995), for handling or assignment as appropriate.
- Matters involving Open Records Act requests, intellectual property issues, FERPA, subpoenas for student records, drafting/review of liability and waiver forms, student disability accommodation issues, and student affairs disciplinary matters may be directed to Asst. GC Corey Harkey (charkey@tnstate.edu) or GC Pendleton.
- Email and office phone contact information for OGC personnel is located on the OGC website (<http://www.tnstate.edu/legal/>), and the OGC personnel will provide other contact information in their respective emails.

Government Affairs Matters

- We will continue to monitor legislation, including the Governor's budget and a possible supplementary budget, the adjourning of the legislative session and re-opening of the legislative session. We plan to continue to respond to any legislative inquiries, including fiscal impact inquiries regarding specific pieces of legislation.
- Our Government Affairs Officer (Leah Dupree Love) will participate in hearings and possible meetings via phone or online.
- We will also continue to develop applicable reports governing the legislative session, enacted legislation, and pending legislation.

Contract Processing

- The OGC will continue to review and process contracts in the following manner:
 - Individuals seeking to initiate a University contract shall continue to go to the General Counsel Office website to access and download the applicable contract template.
 - Individuals shall continue to fill in the pertinent information in the contract template, including the name of the parties, address of the vendor, services to be provided, term of contract, etc.
 - In the event the outside contracting party insists on the use of its contract, the contract initiator will need to download the standard university contract addendum and fill in the document, for processing.
 - Individuals shall fill out the contract routing form and sign the form. We are currently working with IT to allow for electronic signatures on the form.
 - Once the contract initiators have filled out the university sponsored contract (or downloaded and filled out the addendum template) and contract routing form, they will send, via email only, the contract and filled out routing form to Ingrid Bradley (with a copy to GC Pendleton and Asst. GC Harkey) for review and processing.
 - The contract initiators will be asked to provide their contact information in the communication to Ms. Bradley.
 - Ms. Bradley will forward the contracts to GC Pendleton for final review and approval.
 - The OGC will coordinate with the President's Office in obtaining the President's review and signature on contracts.

Notification and Publication

- The OGC will send out pertinent sections of its remote operation plan to the campus community via a University Communication and shall post the same on the OGC website.